

## Statewide Contract Reporting System Code Validation Tables

<b>Contract Type Codes, Titles and Definitions</b>		
<b>Code</b>	<b>Title</b>	<b>Definition</b>
GA	Grant Award Agreements	The receipt of grant dollars by a reporting entity that are either federal or state financial assistance or grant funding by another non-governmental entity.
RA	Revenue Agreement	Revenue received for goods and services provided on behalf of governmental entities.
GD	Grant Disbursement Agreement	The expenditure of funds associated with a Catalog of Federal Domestic Assistance (CFDA) number, associated with a Catalog of State Financial Assistance (CSFA) number, or associated with a grant from a non-governmental entity to a recipient or sub-recipient by the reporting entity.
MA	Master Agreement	This is an agreement where the pricing is agreed upon at the point of execution. However, services are not authorized to begin until a separate contractual document is issued (i.e., task work order).
MP	Multi-Agency Participation Agreement	This is an agreement where the pricing is agreed upon at the point of execution. However, multiple agencies are allowed to receive the services being provided by the Vendor. No separate written agreement is needed for the participating agencies.
SC	Standard Two Party Agreement by Statute	This is an agreement where two parties agree on standard terms and conditions pursuant to applicable laws.
PO	Purchase Order	This is a document sent to the Vendor that the reporting entity uses to purchase services or commodities at a specific rate and/or terms. The Vendor acknowledges acceptance by delivering the services or commodities.

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IA	Memorandum of Agreement/Understanding or Interagency Agreement	This is a two party agreement where the terms may not be specified in law. These agreements are typically between governmental entities.
TP	Three or More Party Agreement	This is an agreement where more than two parties agree on standard terms and conditions pursuant to applicable laws.
NO	No Ceiling / Rate Agreement	This is an agreement for which the total contract obligation cannot be determined until all the commodities or services are delivered such as utilities agreements and task directed rate agreements.
SA	Settlement Agreement	<p>A settlement is defined as an obligation of the State or agency to expend state funds in order to discharge a debt due a person, entity or group of persons when the amount owed is in dispute, including but not limited to the following examples of disputes:</p> <ul style="list-style-type: none"> <li>• To settle a lawsuit, damages or legal fees</li> <li>• The absence of an executed agreement</li> <li>• An agreement executed after services were rendered or in non-compliance with s. 287.058(2), F.S.</li> <li>• Additional services not included in the agreement</li> <li>• Services rendered after the agreement expires</li> </ul>

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<b>Proposed Method of Procurement Codes</b>		
<b>Code</b>	<b>Description</b>	<b>C- Competitive Procurement Code OR E – Exception / Exemption Code</b>
0	Exempt, Adoption Placement Services Licensed by DCF [Rule 60A-1.002 (4)(j), FAC]	E
1	Exempt, Prescriptive assistive devices [s. 287.057 (3) (e), FS ]	E
2	Exempt, Legal services, including Attorney, paralegal, expert witness, appraisal and mediator services [s. 287.057 (3) (f) 4, FS]	E
3	Exempt, Health services, including examination, diagnosis, treatment, prevention, medical consultation or administration [s. 287.057 (3) (f) 5 a, FS & Rule 60A-1002 (4) (k),FAC]	E
4	Exempt, Services to persons w/ mental/physical disabilities by non-profit corporations [s. 287.057 (3) (f) 6, FS & Rule 60A-1.002 (4) (k),FAC]	E
5	Exempt, Medicaid services [s. 287.057 (3) (f) 7, FS & Rule 60A-1.002 (4) (k), FAC]	E
6	Exempt, Family Placement [s. 287.057 (3) (f) 8, FS & Rule 60A-1002 (4)(k), FAC]	E
7	Exempt, Prevention services related to mental health, substance and child abuse, shelters/runaways, by non-profits [s. 287.057 (3) (f) 9, FS & Rule 60A-1.002 (4) (k), FAC]	E
8	Exempt, Training and education services [s. 287.057 (3) (f) 10, & s440.491 (6), FS]	E
10	Exempt, Department of Citrus advertising and promotional items [s. 601.10 (12), FS]	E
11	Lottery Procurement [s. 24.105, FS]	C
12	Exempt, Specialized equipment, devices and technology, including low-vision aids for Vision Impaired Persons [s. 413.011(3), FS]	E
14	Lottery - Single Source Purchase of Single Source Commodities or Services [s. 24.105, FS]	E
15	Lottery - Competitive Solicitation [s. 24.105, FS]	C
16	Lottery - Competitive Quote [s. 24.105, FS]	C
17	Lottery - Emergency Purchase [s. 24.105, FS]	E
18	Lottery - Cooperative Agreement [s. 24.105, FS]	C

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20	Exempt, Division of Blind Services; Rehabilitation Council for the Blind purchase [s. 413.011, FS]	E
21	Settlement Agreement [s. 17.03 (1), FS]	E
22	Exempt, Special contracts with charitable youth organizations [s. 255.60, FS]	E
23	Exempt, Transportation for the Disadvantaged [s. 427.011 (5), FS]	E
24	Exempt, Propane Collected Assessments [s. 527 (9)(b) Propane collected assessments deposited into the General Inspection Trust Fund are not subject to the procedures found in s. 287.057 in the expenditure of these funds, FS]	E
25	Request for Application, method of competitively awarding State Federal grants to non-profits and other governmental entities	C
26	DEP Exempt, Division of Recreation and Parks may grant privileges, leases, concessions and permits for the use of land for the accommodation of visitors in the various parks, monuments and memorials [s. 258.007(3), FS]	E
27	DEP Exempt, Preapproved Site Rehabilitation Program [s. 376.30711(2)(a), FS]	E
28	DEP Exempt, Preapproved Advanced Cleanup [s. 376.30713, FS]	E
29	DEP Exempt, Inland Protection Trust Fund Reimbursement-review Contracts [s. 376.3071(12)(j), FS]	E
30	DEP Exempt, Inland Protection Trust Fund Petroleum Cleanup Participation Program [s. 376.3071(13), FS]	E
31	DEP Exempt, Inland Protection Trust Fund Early Detection Incentive Program [s. 376.3071(9), FS]	E
32	DEP State Restoration Funding Assistance [s. 376.30711(7), FS]	C
33	No Cost Procurement	E
34	Revenue Generating Procurement	E

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<b>Code</b>	<b>Description</b>	<b>C- Competitive Procurement Code OR E – Exception / Exemption Code</b>
35	Leases having a term of less than 120 consecutive days [s. 255.249, FS]	E
36	State Board of Administration, whether directly or incidentally related to the investment or debt transactions, are exempt from the provisions of chapter 287. [s. 215.44(7), FS]”	E
37	Leases less than 5,000 sq ft in a privately owned facility – may be obtained via quotes [s. 255.249, FS and Rule 60H-1.016, FAC]	C
38	Leases more than 5,000 sq ft in a privately owned facility – must be obtained through competitive procurement [s. 255.249, FS and Rule 60H-1.015, FAC]	C
39	Stay in Place/Replacement Lease – Fair Market Price Negotiations [s. 255.25(3)(3), FS]	C
40	Emergency Lease [s. 255.25(10), FS]	E
41	State-Owned Office Building Lease through the Department of Management Services [s.255,503, FS]	C
9A	Exempt, Federal or state law prescribes with whom the agency must contract [s. 287.057 (10), FS]	E
9B	Rate of payment is established during the appropriation process [s. 287.057 (10), FS]	E
A	State Term Contract Purchase without Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-11.044(2), FAC]	C
B	State Term Contract Purchase with Request For Quotes from Qualified Vendors [ss. 287.042(2) & 287.056, FS and Rule 60A-1.043 & 60A-1.044(2), FAC]	C
C	Alternate contract source - Purchase made from contracts let by the Fed. Gov., another state, or a political subdivision for commodities and contract services if determined to be cost-effective and in the best interest of the state [s.287.042 (16), FS & Rules 60A-1.002 (4) (1), FAC]	C
D	State Purchasing Agreement [Rule 60A-1.025, FAC]	C

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E	Purchase under \$2,500 [Rule 60A-1.002(2), FAC]	E
F	Informal quoted purchase not exceeding Category Two - Request for Quotes [s 287.056 (2), FS & Rule 60A-1.002 (4)(m), FAC]	C
F1	Informal quote below the bidding thresholds for Public Property and Publicly Owned Buildings of \$200,000 [s. 255.0525, FS]	C
G	Single source \$2,500 or greater, not to exceed Category Two [Rule 60A-1.002 (3), FAC]	E
H	Agency Invitation to Bid [s. 287.057 (1) (a), FS]	C
H1	Agency Invitation to Bid for Public Property and Publicly Owned Buildings [s. 255.0525, FS]	C
H3	DOT Invitation to Bid [ch. 337, FS]	C
I	Agency Request for Proposal [s. 287.057 (1) (b), FS]	C
I1	Agency Request for Proposal for Public Property and Publicly Owned Buildings [s. 255.0525, FS]	C
I3	DOT Request for Proposal [ch. 334, FS]	C
J	Agency Invitation to Negotiate [s. 287.057 (1) (c), FAC]	C
J1	Agency Invitation to Negotiate for Public Property and Publicly Owned Buildings [s. 255.0525, FS]	C
K	Agency negotiated after receiving fewer than two responsive offers to a competitive procurement [s. 287.057(5), FS]	C
L	Exempt, Services or Commodities provided by Governmental Agencies, including contract with independent, non-profit college or university within the state [s. 287.057 (3) (f) 12, & s. 287.057 (22), FS]	E
M	Exempt, Purchase made from RESPECT - Qualified nonprofit agency for the blind or for the other severely handicapped [s. 413.036 (2), FS]	E
N	Exempt, Purchase made from PRIDE - Department of Corrections; prison industry programs [s. 287.095 (3) & s. 946.515, FS]	E
O	Emergency procurement [s. 287.057 (3) (a), FS & Rule 60A-1.046, FAC]	E

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O1	Emergency Purchases for Public Property and Publicly Owned Buildings [s. 255.0525 (5), FS]	E
O2	Emergency Purchases per Governor's Executive Order [s. 14.021, FS]	E
P	Single source approval over Category Two [s. 287.057 (3) (c), FS & Rule 60A-1.045, FAC]	E
Q	Consultants' Competitive Negotiation Act [s. 287.055, FS]	C
R	Exempt, CHD Use of County Procurement Standards [ss. 287.057(3) & 337.11, FS]	E
S	Exempt, Commodities purchased for resale [s. 287.012 (5), FS]	E
T	Exempt, Regulated utilities and government franchised and public communications, except long distance telecommunications services or governmental franchise SVCCS [Rule 60A-1.002(4) (a) & (b), FAC]	E
U	Exempt, Artistic services [s. 287.057 (3) (f) 1, FS & Rule 60A-1002 (4) (c), FAC]	E
V	Exempt, Academic program review [s. 287.057 (3) (f) 2, FS & Rule 60A-1.002 (4) (d), FAC]	E
W1	Exempt, Lectures by individuals [s. 287.057 (3) (f) 3, FS & Rule 60A-1.002 (4) (e), FAC]	E
W2	Exempt, Continuing education and events paid for by collected fees [s. 287.057 (3)(g), FS]	E
X	Exempt, Auditing Services [Rule 60A-1.002 (4) (f), FAC] Prior to July 1, 2010	E
Y	Exempt, Payment of Membership Dues [s. 216.345 (4), FS & Rule 60A-1.002 (4) (h), FAC]	E
Z	Exempt, Professional Examinations [s. 455.217 (1) (c), FS & Rule 60A-1.002 (4)(i),FAC]	E

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<b>Recipient Type Codes</b>	
<b>Code</b>	<b>Description</b>
A	NONPROFIT ORGANIZATION
B	FOR PROFIT ORGANIZATION INCLUDES SOLE PROPRIETOR
C	LOCAL GOVERNMENT
D	STATE COMMUNITY COLLEGES
E	DISTRICT SCHOOL BOARDS
F	ANOTHER STATE AGENCY (EXCLUDING STATE UNIVERSITY)
G	STATE UNIVERSITIES
H	NON SUBRECIPIENT (FEDERAL ASSISTANCE ONLY)
I	SUBRECIPIENTS (FEDERAL ASSISTANCE ONLY)

<b>Method of Payment Codes</b>		
<b>Codes</b>	<b>Descriptions</b>	<b>Definitions</b>
1	Fixed Price - Lump Sum	A contract where the amount of payment does not depend on the amount of resources or time expended. Including, a single amount paid at the completion of the contract, paid on a percent completion basis, at completion of all services or at completion of task and at completion of defined tasks or mileposts.
2	Fixed Fee / Unit Rate	A cost per unit of a commodity or service.
3	Advanced – 100% Advance	State funds advanced to vendor based on estimated cost with a reconciliation of cost at the conclusion of the contract.
4	Advanced - Fixed Price Unit Cost	State funds advanced based on estimated unit of service cost (i.e. Unit Bid Cost) with a periodic reconciliation of units provided before the conclusion of the contract.



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5	Advanced with Fixed Fee Schedule	State funds advanced based on estimated service cost (i.e. hourly rates) with a periodic reconciliation of hourly services provided before the conclusion of the contract.
6	Advanced with Cost Reimbursement	State funds advanced based on estimated cost to be incurred (i.e. building rent, hourly wages, etc.) with a periodic reconciliation of incurred cost before the conclusion of the contract.
7	Cost Reimbursement	A cost-reimbursement contract is used when an accurate estimate of the final cost cannot be determined. Usually with a not to exceed maximum.
8	Cost Reimbursement Plus Fixed Fee(s), including Fixed Price Components	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a profit or fixed award for meeting or exceeding performance targets, including any cost savings.
9	Cost Reimbursement Plus Percentage of Cost	Contracts pay a fee that rises as the contractor's costs rise. Because this contract type provides no incentive for the contractor to control costs it is utilized.
10	Cost Reimbursement Plus Incentive Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a flexible award for meeting or exceeding performance targets, including any cost savings.

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11	Cost Reimbursement Plus Award Fee	Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a fixed award for meeting or exceeding performance targets, including any cost savings.
12	Revenue Generating	Contract results in revenue for the agency. Basis for payment established in the agreement.
13	No Cost	Contract results in no cost (no disbursements) to the agency.

<b>Non-Price Justifications</b>		
<b>Code</b>	<b>Acceptable Explanation Text</b>	<b>Example</b>
1	Price cannot be determined until the work has been completed	Interstate Agreements for work with other states where a price cannot be determined until the work has been completed. Rate is based on formula specified in the contract.
2	Revenue Generating Agreement	Vendor for services, but the services are paid for by the public with a percentage of the fee come to the agency.
3	Rate Agreement	Utilities agreements or task /order directed services at an agreed to rate per hour or service without a ceiling for the total cost.